CAPITAL BUDGET SYSTEM

Additional Information – Help Desk

For additional information about Capitol Budget System (CBS) contact the OFM Help Desk.

HereToHelp@ofm.wa.gov **360.407.9100**

This job aid includes information for Agency Budget Operations, Agency Budget Edit, Agency Division, and Facility users.

Agency Budget Edit Access and Agency Budget Operations users can view, add, and delete projects in versions where they are designated as the owner.

Agency Budget Edit Access and Agency Budget Operations users can be the recipient of projects submitted to them for review by Facility users and Division users. Projects submitted for review are accessed using the Projects for Review selection criteria.

Agency Budget Edit Access users, Agency Division users, and Agency Facility users cannot delete project(s) from a locked version, delete locked project(s), and cannot lock project(s) or version(s).

The **Projects** tab is designed to be a single source for all actions related to projects and subprojects including:

View List of Projects

You will need to populate the Project list with data prior to taking any actions.

CAPITAL BUDGET SYSTEM

1. Select: Projects tab. ➔ Tab is located at top of screen.	**Capital Budgeting System** Projects | Ten-Year View | Reappropriations | Cost Estimates | Capital FTEs | Versions | Facility Users | Reports | Settings
2. Select: Biennium. ➔ You can select the biennium for the project data to view.	Biennium [2019-21 ∨]
3. Select: Budget Type. ➔ You can select all or individually select Regular, First Year Supplemental, or Second Year Supplemental.	Budget Type [All] ∨
4. Select: Version. ➔ Populates based upon the Biennium and Budget Type selected. ➔ Only versions where you are the owner and all OFM Official Versions will display in the dropdown.	Version [1A:Sample] ∨
5. Select: Working Versions, Projects for Review, or Prioritize Projects. ➔ Working Versions displays all versions you have access to. ➔ Projects for Review displays all projects sent to review. ➔ Prioritize Projects displays all projects and their assigned priority.	● Working Versions ○ Projects for Review ○ Prioritize Projects
6. Select: Load. ➔ CBS will display the Project list associated with the selected biennium and version. ➔ If a project has a status of Rejected, click the Rejected link to display any comments entered by the analyst who reviewed and rejected the project. The project status is then changed from Rejected to Draft.	Load

In this example, a list of projects for the selected Biennium and Version are displayed.

Project List

Biennium 2019-21 ▾ Budget Type Regular ▾ Version 1A:Sample ▾
⦿ Working Versions ○ Projects for Review ○ Prioritize Projects [Load]

Add	Delete	Lock/Unlock	Prerelease	Release	Recall	Details	Copy	View History	Report

Select All	Number	Title	Class	Priority	Subprojects
☐	40000554	Project 1	Grant		Toggle Subprojects (1)
☐	40000556	Project 2	Program		
☐	40000558	Project 3	Program		

Add Project/Subproject

Agency Budget Operations users can add a new project for a Biennium, Budget Type and Version.

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1. Select: Projects tab.
➔ Tab is located at top of screen.

Capital Budgeting System

Projects	Ten-Year View	Reappropriations	Cost Estimates	Capital FTEs	Versions	Facility Users	Reports	Settings

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2. Select: Biennium, Budget Type, and Version.
➔ The biennium and version selected are assigned to a new project.

Biennium 2019-21 ▾ Budget Type Regular ▾ Version 1A:Sample ▾
⦿ Working Versions ○ Projects for Review ○ Prioritize Projects [Load]

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3. Select: Add.
➔ **Caution!** Add is not available for an OFM version.
➔CBS will display the Projects Details screen with tabs from left to right.

Add

Detail	Additional Info	Subprojects	Funding	Operating Impacts	Cost Estimates	Attachments	View Report

Detail Tab

Use this tab to provide details on the project or subproject. Required fields are indicated with a red (*) asterisk.

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1. Select: Is this a sub project?
➔ Selecting **No** indicates the project is not related to another project.
➔ Selecting **Yes** will prompt you to select a parent project to attach the subproject to.
    ➔ Only draft projects will be listed.
    ➔ Parent projects with a project class of Grant-Pass Through will not be listed since they cannot have subprojects.

For a **project**:

Is this a sub project?

(Changing to No will ask you to confirm.) ⦿ No ○ Yes

For a **subproject**:

Is this a sub project?

(Changing to No will ask you to confirm.) ○ No ⦿ Yes   [Select parent project]

Please select a parent project.
Adding a subproject to a parent will delete any funding that exists at the parent level.

Details	Copy	View History	Report

Number	Title	Class
40000554	Project 1	Grant
40000558	Project 3	Program

➔ **Caution!** If the selected parent project has funding associated with it, adding a subproject will prompt you to confirm add since it will cause the funding to be deleted when you save.

2. Input: Project Title.
➔ Use up to 65 letters and/or numbers.

Project Title *

3. Input: Project Phase Title.
➔ Use up to 65 letters and/or numbers.

Project Phase Title

4. Select: Project Class.
➔ You can select Grant, Grant – Pass Through, Preservation, or Program.
➔ Selection determines additional information tab fields and questions.
➔ For a subproject, the project class will default to match the parent project.

Project Class * | Grant |

5. Select: Starting fiscal year.
➔ You must select a year from the dropdown.

Starting fiscal year * | 2020 |

6. Input: Agency Summary.
➔ Spell check is available.

Agency Summary *

Spell Check

7. Input: Project Description.
➔ Answer the questions listed above the input field.
➔ Use the toolbar to perform a spell check, copy, paste, undo, redo, bold, italicize, and underline.

Project Description *

Answer these questions...

- Identify the problem or opportunity addressed. Why is the request a priority?
- What will the request produce or construct (i.e., building predesign or design, construction of additional space, etc.)? When will the project start and be completed?
- How would the request address the problem or opportunity identified in question #1? What would be the result of not taking action?
- What alternatives were explored? Why was the recommended alternative chosen? Be prepared to provide detailed cost backup. If this project has an associated predesign, please summarize the alternatives the predesign considered
- Which clientele would be impacted by the budget request? Where and how many units would be added, people or communities served, etc.
- Will non-state funds be used to complete the project? How much, what fund source, and could the request result in matching federal, state, local, or private funds?
- Describe how this project supports the agency's strategic master plan or would improve agency performance. Reference feasibility studies, master plans, space programming, and other analyses as appropriate.
- Does this project include IT-related costs, including hardware, software,cloud-based services, contracts or IT staff? If yes, IT Addendum
- If the project is linked to the Puget Sound Action Agenda, describe the impacts on the Action Agenda, including expenditure and FTE detail. See the Puget Sound recovery chapter of the 2019-21 Operating Budget Instructions.
- Does this project contribute to statewide goals to reduce carbon pollution and/or improve energy use? If yes, please elaborate.
- Is there additional information you would like decision makers to know when evaluating this request?

8. Input: Comments.

Comments

➔ Agency comments are not released or viewable to your OFM analyst.
➔ Spell check is available.

9. Input: Contact Name, Contact Phone Number, and Contact E-mail.
➔ If you input a phone number, the area code is required.
➔ If you input an e-mail, a valid e-mail address format is required.

Contact Name [   ]

Contact Phone Number ([   ]) [   ] - [   ] ext [   ]

Contact E-mail [   ]

10. Select: Program.
➔ Field is only available to agencies that have programs (e.g. DSHS).

In this example, the dropdown is populated with programs associated with DSHS.

Program [Select a program] ▼

11. Select: Branch Campus.
➔ Field is only available to higher education with branches (e.g. UW).

In this example, the dropdown is populated with UW campuses.

Branch Campus [UW Seattle ▼]

12. Select: Agency Activity.
➔ If the project is associated with more than one activity, select **Add another activity**.
➔ If you need to remove an activity that was selected, use the **Clear** button.

Agency Activity
[Select an agency activity] ▼ [Clear]
[Add another activity]

13. Input: User Defined.
➔ Use up to 12 letters and/or numbers.

User Defined [   ]

14. Select: Historical Significance.
➔ Select **Yes** if the building is on the historical register, if there are archaeological impacts, or per Executive Order 05-05, the Department of Archaeology and Historic Preservation (DAHP) and the Governor's Office of Indian Affairs identifies this project as having historical or archaeological impacts.

Historical Significance ⦿ No ◯ Yes

15. Input: Dependent on legislation passing.

Dependent on legislation passing (Enter related bill number) [   ]

➔ You can identify the related bill number.

16. Input: Provisos.
➔ Spell check is available.

Provisos

Spell Check

17. Select: Save.

Save

Additional Information Tab

Use this tab to answer questions about the project or subproject. The questions displayed on this tab depend upon the Project Class you selected on the Details tab.

Project Class ➔ Question ⬇	Grant	Grant-Pass Through	Preservation	Program
Project Type	✓	✓	✓	✓
Location	✓		✓	✓
Describe Growth Management Impacts	✓	✓	✓	✓
Grant Recipient Organization	✓	✓		
RCW that establishes grant	✓	✓		
Application process used	✓	✓		
If this a new facility?				✓
How does this fit into your master plan?				✓
Decision package				✓
Assumptions in the Operating Budget				✓

1. Select: Project Type.
➔ You can select a project type from the dropdown.
➔ If another project type needs to be selected, select the **Add another project type above** button.
➔ If you need to remove a project type that was selected, use the **Clear** button.

Project Type

[Select a project type] ⌄ Clear

Add another project type above

CAPITAL BUDGET SYSTEM

2. Input: Location.

➔ You can identify the address, zip code, county, city, legislative district, latitude and longitude where the project is located.

➔Select the **Reset counties, cities, and legislative districts** button to clear the previously selected county, city, and legislative district.

➔ Select the **Find Latitude/Longitude information** link to open a new window to determine the latitude and longitude for an address where the project is located.

➔ Select the **Add another Location above** to identify another location.

Location

Address 1 [ ]

Address 2 [ ]

Zip Code [ ]

County [Select a county] ⌄

City [Select a city] ⌄

Legislative district [Select a legislative district] ⌄

Reset counties, cities, and legislative districts

Find Latitude/Longitude information (opens a new window)

Latitude

Degrees [ ]   Valid between 45.523104 and 49.023879

Longitude

Degrees [ ]   Valid between -116.791626 and -124.807591

Clear

Add another Location above

3. Input: Describe Growth Management Impacts.

➔ Describe the impacts or type "Not applicable to this project" to pass a pre-release edit check.

Describe Growth Management Impacts

[ ]

4. Input: Grant Recipient Organization.

➔ Identify the organization who would get the grant.

Grant Recipient Organization [ ]

5. Input: RCW that establishes grant program.

➔ Identify the RCW associated with the grant program.

➔ Field is not applicable to subprojects.

RCW that establishes grant [ ]

6. Input: Application process used.

➔ Describe the application process used for the grant.

➔ Spell check is available.

Application process used

Spell Check

7. Select: Is this a new facility?

➔ Select **No** if the project is not a new facility.

➔ Select **Yes** if the project is a new facility then describe **How does this fit into your master plan?**.

Is this a new facility? ● No ○ Yes

How does this fit into your master plan? Only required if this is a new facility.

8. Select: Decision package.

➔ Field will only display if Project Class is Program.

➔ If an operating version is identified in version management by a Budget Operations user, then the agency's decision packages for that version are displayed.

➔ If no operating version is identified in version management, screen displays "Decision packages not available."

➔ If a decision package is selected, also describe the **Assumptions in the Operating Budget**.

Decision package [Select a decision package] ▼

Assumptions in the Operating Budget. Only required if a decision package is selected.

9. Select: Save.

Save

Funding Tab

Use this tab to add funding decisions for a project.   For subprojects, the funding tab will display the summarized account totals as read-only.

CAPITAL BUDGET SYSTEM

New Funding

Account	Total Costs	Pre 2017-19 Prior	2017-19 Current	2019-21 Reapprops	2019-21 New Approps	2021-23 Years 3-4	2023-25 Years 5-6	2025-27 Years 7-8	2027-29 Years 9-10
Select an Account. ▾ ▾									
Total project funding costs									
Add another account above									

Totals

Account	Total Costs	Pre 2017-19 Prior	2017-19 Current	2019-21 Reapprops	2019-21 New Approps	2021-23 Years 3-4	2023-25 Years 5-6	2025-27 Years 7-8	2027-29 Years 9-10
Totals Revised									

1. **View:** Estimate.
➔ Total dollar amount from the preferred cost estimate.
➔ If no cost estimate is attached, field will not display.
2. **View:** Project Funding.
➔ Total amount of all accounts entered on the project funding tab.
3. **View:** Variance.
➔ Variance between total preferred cost estimate dollars minus total dollar amount of project funding.
➔ If the project has subprojects, field will not display.
➔If no cost estimate is attached, field will not display.

Estimate 75,000,000
Project Funding 54,700,000
Variance 20,300,000

4. **Select:** Account.
5. **Select:** Expenditure Authority Type.
➔ To add another account, select the **Add another account above** button.
➔ **Caution!** Only one account and expenditure authority type combination can be saved per project.

Select an Account. ▾ ▾
Total project funding costs
Add another account above

6. **View:** Total Costs.
7. **View:** Pre XXXX-XX Prior.
8. **View:** XXXX-XX Current.
9. **View:** XXXX-XX Reapprops.

Total Costs	Pre 2017-19 Prior	2017-19 Current	2019-21 Reapprops

10. **Input:** New Approps.
11. **Input:** Years 3-4
12. **Input:** Years 5-6
13. **Input:** Years 7-8
14. **Input:** Years 9-10
➔ No decimals or commas are allowed.

2019-21 New Approps	2021-23 Years 3-4	2023-25 Years 5-6	2025-27 Years 7-8	2027-29 Years 9-10

15. Select: Slide Left.

➔ Moves all amounts (except Prior, Current and Reappropriation) to the left.

Slide Left

16. Select: Slide Right

➔ Moves all amounts (except Prior, Current and Reappropriation) to the right.

Slide Right

17. Select: Save.

Save

Operating Impacts Tab

Use this tab to identify operating impacts to the project or subproject.

1. Select: There are no operating impacts for this project**.**

➔ If this field is **checked**, explain why the project has no operating impacts.

Are there Operating Impacts?

There are no operating impacts for this project. ☑

Explain why this project has no Operating Impacts

➔ If this field is **unchecked**, you can select a fiscal year for operating impacts, enter one time startup costs and ongoing costs, and provide a narrative.

Subproject Operating Impacts do not display as a summarized total on the Parent Project screen; a Parent Project can have Operating Impacts.

* Indicates Required Information

Are there Operating Impacts?

There are no operating impacts for this project. ☐

Starting Fiscal Year for Operating Impacts 2020 ⌄

One time startup cost			
Account	FY2020	FY2021	Delete/Clear
FTE			
Select an Account. ⌄ ⌄			Clear
Total one time start up costs	0	0	
Add another one time start up cost above			

Account	FY2020	FY2021	FY2022	FY2023
FTE				
Select an Account. ⌄ ⌄				
Total ongoing costs	0	0	0	
Add another ongoing cost above				

Account	FY2020	FY2021
FTE		0.0
Total operating costs		0

Narrative*

2. Select: Save.

Save

Cost Estimates Tab

Use this tab to associate or create cost estimates to the project or subproject.

CAPITAL BUDGET SYSTEM

1. **Select:** Associate Cost Estimate.	Associate Cost Estimate	

➔ A list of unassociated cost estimates will display to select from.

2. **Select:** Create New Cost Estimate.	Create New Cost Estimate

3. **Input:** Cost Estimate Title.

➔ Use up to 50 letters and/or numbers.

Please enter a new Cost Estimate title.

4. **Select:** Ok

➔ New cost estimate form is displayed.

Ok   Cancel

5. **Input:** Detail Page Name.

6. **Select:** Add.

➔ Main page of cost estimate is displayed.

➔ You can add one or more cost estimates to your project or subproject.

Add a detail page
Detail Page Name [   ] Add

Main data

The main tab captures relevant information for a single cost estimate detail.

1. **Input:** Main data.

2. **Select:** Save.

Detail Page Name	Test ×
Construction Type	[Select a Construction Type]
Analysis Date	3/18/2019
Contact Name	
Tax Rate	%
Gross Sq. Ft.	
Rentable Sq. Ft.	
Projected Life of Asset	Years
Contact Number	ext.
Location used for tax rate	Location Finder
Usable Sq. Ft.	
Space Efficiency	0%

Escalated Cost per Sq. Ft. Escalated Cost per Sq. Ft. Explanation

Remodel? ○ Yes ● No
A/E Fee Class undefined A/E Fee Percentage %

Contingency Rate % Contingency Explanation

Art Requirement Applies ○ Yes ● No Project Administration by DES ▾
Higher Ed Institution ○ Yes ● No Alternative Public Works ○ Yes ● No
Predesign Start Date ▾ ▾ Predesign End Date ▾ ▾
Design Start Date 2019 ▾ 3 ▾ Design End Date 2019 ▾ 3 ▾
Construction Start Date 2019 ▾ 3 ▾ Construction End Date 2019 ▾ 3 ▾
Construction Duration 0 Months State Construction Inflation Rate 3.12 %
Base Month and Year 2018 ▾ 6 ▾

MACC	MACC (escalated)
Current Project Total	Escalated Project Total
Rounded Current Project Total	Rounded Escalated Project Total

➔ The following fields are displayed on the Main tab of a cost estimate.

Field	Description
Construction Type	Establishes the Architect/Engineer (A/E) fee class and associated basic design fee schedule. Field is required.
Analysis Date	Defaults to today's date.
Projected Life of Asset	Number of years the asset is estimated to be useful. See SAAM 30.50.10 for more information.

Field	Description
Contact Name	Person who will answer questions about the cost estimate.
Contact Number	Phone number of the contact person.
Tax Rate	Sales tax rate for the location of the project.
Location used for tax rate	Enter the cost estimate sales tax rate location. Use the **Location Finder** link to look-up the current rate for a specified location.
Gross Sq. Ft.	Gross square feet of building area contained in the project based on American Institute of Architects document. This field is not visible if a non-building construction type was selected.
Usable Sq. Ft.	Also known as net square feet or assignable square feet. Usable square feet of the structure. Field is not visible if a non-building construction type has been selected. Usable Square Feet cannot be greater than Gross Square Feet.
Rentable Sq. Ft.	Rentable square feet of the building. Field is not visible if a non-building construction type has been selected.
Space Efficiency	System calculated. Usable Square Feet divided by Gross Square Feet. If Usable Square Feet is greater than Gross Square Feet, an error message is displayed. Field is not visible if a non-building construction type has been selected.
Escalated Cost per Sq. Ft.	System calculated. Maximum Allowable Construction Cost (MACC - Escalated) divided by Gross Square Feet. Field is not visible if a non-building construction type has been selected. See the Capital Budget Instructions for efficiency guidelines.
Escalated Cost per Sq. Ft. Explanation	Field is not visible if a non-building construction type has been selected. Used to explain cost per square foot, when cost per sq. ft. amount exceeds standard amount. No entry needed for the Hands On exercise
Remodel?	Select Yes or No. Field is not visible if a non-building construction type has been selected. If construction is a remodel, the A/E Fee Percentage and A/E Basic Design Services calculations are increased by 3% except in the calculation for project management.
A/E Fee Class	Field is based on the Construction Type selected.
A/E Fee Percentage	Field is based on the A/E Fee Class, and if the project is a Remodel.
Contingency Rate	An allowance for uncertainties associated with estimating costs for design services and construction. Non-Remodels are capped at 5% and Remodels are capped at 10%.
Contingency Explanation	An explanation for the Contingency Rate may be provided. Cost Estimate will use a rate of 5% based on the project sites unknown ecological factors.
Art Requirement Applies	Select Yes or No. If Yes is selected, the Artwork allowance will be system calculated and displayed on the Cost Estimate Detail tab titled Artwork.
Project Administration by	If the Project will be administered by the Department of Enterprise Services (DES) Division of Engineering and Architectural Services (E&AS), select DES. For the request of capital appropriations for costs to an Agency for project management, select Agency.
Higher Ed Institution	Select Yes or No. If Yes is selected, the Higher Education artwork allowance is calculated on the Artwork tab.
Alternative Public Works	Select Yes or No. If Yes is selected, allows for the entry of cost associated with the design-build and general contractor/construction manager (GCCM) types of contracts.
Predesign Start Date	The year and month predesign will start.

Field	Description
Predesign End Date	The year and month predesign will end. The selected year/month cannot be prior to the selected Predesign Start year and month.
Design Start Date	The year and month design will start. The year and month cannot be prior to Predesign Start year and month.
Design End Date	The year and month design will end. The year and month cannot be prior to Design Start year and month.
Construction Start Date	The year and month construction will start. The year and month cannot be prior to Design Start year and month.
Construction End Date	The year and month construction will end. The year and month cannot be prior to Construction Start year and month.
Construction Duration	System calculated. Based on the year/month of the first construction start date to the year and month of last construction end date. Construction End Date minus Construction Start Date divided by 365 days divided by 12 months.
State Construction Inflation Rate	Currently maintained by the system at 3.12%.
Base Month and Year	Defaults to June and the first fiscal year for the selected biennium of the new cost estimate. Base month and year cannot be a date in the prior biennium and cannot be prior to today's date.
Maximum Allowable Construction Cost (MACC) Not Escalated	System calculated. Amount totals from the Cost Estimate Detail Construction Contracts tab, for total of site work + total related project costs + total facility construction + GCCM Fee + bid General Conditions.
Maximum Allowable Construction Cost (MACC) Escalated	System calculated. Amount totals from the Cost Estimate Detail Construction Contracts tab, for total site work (escalated) + total related project costs (escalated) + total facility construction (escalated) + GCCM Fee (escalated) + Bid General Conditions (escalated).
Current Project Total	System calculated.
Rounded Current Project Total	System calculated.
Rounded Escalated Project Total	System calculated.

Acquisition Costs

Acquisition costs are the associated purchase or leasing costs, and any costs necessary to prepare the property for agency use.

1. **Input:** Acquisition Costs.
➔ Enter base amounts.
➔ Escalation Factor is not applied.
2. **Select:** Save.

Item	Base Amount	Escalation Factor	Escalated Cost
Purchase/Lease Cost			
Appraisal and Closing Costs			
Right of Way Costs			
Demolition Cost			
Pre-Site Development			
Add new item above			

Totals			
Total	0	Escalated Total	0

Consultant Services

Consultant Services are costs associated with architect and engineering (A/E) services from private consulting firms.

	Item	Base Amount	Escalation Factor	Escalated Cost

1. Input: Pre-Schematic Design Services.

➔ Enter base amounts.

➔ Escalation Factor is not applied.

1 Pre-Schematic Design Services

Item	Base Amount	Escalation Factor	Escalated Cost
Programming/Site Analysis			
Environment Analysis			
Predesign Study			
Add new item above			
Sub Total	0	1	0

2. View: Construction Documents.

➔ A/E Basic Design Services is system calculated based on the construction type selected. Hover the mouse over the item title to see the calculation.

2 Construction Documents

Item	Base Amount	Escalation Factor	Escalated Cost
A/E Basic Design Services	0		
Add new item above			
Sub Total	0	1	0

3. Input: Extra Services.

➔ Enter base amounts.

➔ Escalation Factor is not applied.

➔ Leadership Energy & Environmental Design List (LEED) is not displayed for non-building construction types.

3 Extra Services

Item	Base Amount	Escalation Factor	Escalated Cost
Civil Design (Above Basic Services)			
Geotechnical Investigation			
Commissioning (Systems Check)			
Site Survey			
Testing			
Leadership Energy & Environment Design List(LEED)			
Voice/Data Consultant			
Value Engineering Participation & Implementation			
Constructability Review Participation			
Environmental Mitigation Services (EIS)			
Landscape Consultant			
Add new item above			
Sub Total	0	1	0

4. Input: Other Services.

➔ Bid/Construction/Closeout is system calculated based on 31% of basic services.

➔ Enter base amounts.

➔ Escalation Factor is applied.

4 Other Services

Item	Base Amount	Escalation Factor	Escalated Cost
Bid/Construction/Closeout	0		
HVAC Balancing			
Staffing			
Add new item above			
Sub Total	0	1	0

5. Input: Design Services Contingency.

➔ Design Services Contingency is system calculated: contingency rate multiplied by sum of non-escalated amounts within Consultant Services.

➔ Escalation Factor is applied.

5 Design Services Contingency

Item	Base Amount	Escalation Factor	Escalated Cost
Design Services Contingency	0		
Add new item above			
Sub Total	0	1	0

6. **Select:** Save.

Save

Constructions Contracts

Construction Contracts are the costs associated with a projects construction.

1. **Input:** Site work.
➔ UNIFORMAT code precedes the title.
➔ Enter base amounts.
➔ Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
1 Site work			
G10 - Site Preparation			
G20 - Site Improvements			
G30 - Site Mechanical Utilities			
G40 - Site Electrical Utilities			
G60 - Other Site Construction			
Add new item above			
Sub Total	0	1	0

2. **Input:** Related Project Costs.
➔ Enter base amounts.
➔ Escalation Factor is applied.

2 Related Project Costs			
Offsite Improvements			
City Utilities Relocation			
Parking Mitigation			
Stormwater Retention/Detention			
Wetland Mitigation			
Add new item above			
Sub Total	0	1	0

3. **Input:** Facility Construction.
➔ This section is not displayed for non-building construction types.
➔ UNIFORMAT code precedes the title.
➔ Enter base amounts.
➔ Escalation Factor is applied.

3 Facility Construction			
A10 - Foundations			
A20 - Basement Construction			
B10 - Superstructure			
B20 - Exterior Closure			
B30 - Roofing			
C10 - Interior Construction			
C20 - Stairs			
C30 - Interior Finishes			
D10 - Conveying			
D20 - Plumbing Systems			
D30 - HVAC Systems			
D40 - Fire Protection Systems			
D50 - Electrical Systems			
F10 - Special Construction			
F20 - Selective Demolition			
General Conditions			
Add new item above			
Sub Total	0	1	0

4. **View:** MACC.
➔ MACC Non-escalated is system calculated: Total Site

4 MACC	
MACC Non-escalated	0
MACC Escalated	0

Work + Total Related Project Costs + Facility Construction.

➔ MACC Escalated is system calculated: Total Site Work (escalated) + Total Related Project Costs (escalated) + Facility Construction (escalated).

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5. **Input:** GCCM Risk Contingency.

➔ Section only displays if Alternative Public Works has been selected (and a building construction type) on cost estimate Main tab.

➔ Enter base amounts.

➔ Escalation Factor is applied.

5 GCCM Risk Contingency			
GCCM Risk Contingency			
Add new item above			
Sub Total	0	1	0

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6. **Input:** GCCM or Design Build Costs.

➔ Section only displays if Alternative Public Works has been selected (and a building construction type) on cost estimate Main tab.

➔ Enter base amounts.

➔ Escalation Factor is applied.

6 GCCM or Design Build Costs			
GCCM Fee			
Bid General Conditions			
GCCM Preconstruction Services			
Add new item above			
Sub Total	0	1	0

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7. **View:** Construction Contingencies.

➔ System calculated: MACC (not escalated) multiplied by Contingency Rate.

➔ Escalation Factor is applied.

7 Construction Contingencies			
Allowance for Change Orders	0		
Add new item above			
Sub Total	0	1	0

---

8. **Input:** Non-Taxable Items.

➔ Enter base amounts.

➔ Escalation Factor is applied.

8 Non Taxable Items			
Add new item above			
Sub Total	0	1	0

---

9. **View:** Sales Tax.

➔ System calculated.

Sales Tax	
Sales Tax - Non Escalated	0
Sales Tax - Escalated	0

---

10. **Select:** Save.

Save

Equipment

Equipment costs include the cost of equipment and furnishings that are essential to the project. These items are not considered consumables and have a life expectancy of greater than one year.

CAPITAL BUDGET SYSTEM

	Item	Base Amount	Escalation Factor	Escalated Cost
1. Input: Equipment. → UNIFORMAT code precedes the title. → Enter base amounts. → Escalation Factor is applied.	E10 - Equipment			
	E20 - Furnishings			
	F10 - Special Construction			
	Add new item above			
	Sub Total	0	1	0

2. Input: Non Taxable Items. → Enter base amounts. → Escalation Factor is applied.	**1 Non Taxable Items**			
	Add new item above			
	Sub Total	0	1	0

3. View: Sales Tax. → System calculated.	**Sales Tax**		
	Sales Tax - Non Escalated	0	
	Sales Tax - Escalated	0	

4. Select: Save.   Save

Artwork

Most major projects are subject to allowances for Artwork, per RCW 43.17.200 and RCW 28B.10.027 for Higher Education.

	Item	Base Amount	Escalation Factor	Escalated Cost
1. View: Project Artwork. → System calculated: MACC (escalated) multiplied by 0.5%. → Escalation Factor is not applied.	Project Artwork	0		
	Higher Ed Artwork	0		
	Add new item above			
2. View: Higher Ed Artwork. → System calculated: For new construction and remodels over $200,000, MACC (escalated) multiple by 0.5%.	**Totals**			
	Total	0	Escalated Total	0

3. Select: Save.   Save

Project Management

The items listed on the Project Management tab are based on the **Project Administration by** selection listed on the Main tab. Project Administration by DES costs is not included in the cost estimate Project Total. If a user-defined item is added, and Project Administration by DES has been selected, then only the user added row costs are added into the Project Total. Project Administration by Agency costs is included in the cost estimate Project Total.

Item	Base Amount	Escalation Factor	Escalated Cost
DES Project Management	0		
Add new item above			
Sub Total	0	1	0
Totals			
Total	0	Escalated Total	0

1. **Input:** DES Project Management.
➔ Only displayed if "Project Administration by" is DES on Main tab.
➔ Escalation Factor is applied.

Item	Base Amount	Escalation Factor	Escalated Cost
Agency Project Management	0		
Add new item above			
Sub Total	0	1	0
Totals			
Total	0	Escalated Total	0

2. **Input:** Agency Project Management.
➔ Only displayed if "Project Administration by" is Agency on Main tab.
➔ Escalation Factor is applied.

3. **Select:** Save.

Save

Other Costs

Use this tab to input other costs for the project (e.g. permits, insurance, advertising).

Item	Base Amount	Escalation Factor	Escalated Cost
Mitigation Costs			
Hazardous Material Remediation/Removal			
Historic and Archeological Mitigation			
Add new item above			
Totals			
Total		0 Escalated Total	0

1. **Input:** Other Costs.
➔ Enter base amounts.
➔ Escalation Factor is applied.

2. **Select:** Save.

Save

Summary of Cost Estimate

The summary tab displays the summarized costs of one or more cost estimate detail tabs. If only one detail tab exists for the cost estimate, the summary tab will display the totals of the individual detail tab.

1. **Select:** Summary.
➔ Displays a summary of the cost estimate data saved.

Summary

CAPITAL BUDGET SYSTEM

Contact Info		
Contact Name		Agency 360
Contact Number		
Statistics		
Gross Sq. Ft.	0	MACC Cost per Sq. Ft.
Usable Sq. Ft.	0	Escalated MACC Cost per Sq. Ft.
Space Efficiency		A/E Fee Class A
Construction Type	Sewer Treatment Plant Buildings	A/E Fee Percentage 0%
Remodel?	No	
Schedule		
Predesign Start Date		Predesign End Date
Design Start Date	4/2019	Design End Date 4/2019
Construction Start Date	4/2019	Construc
Duration of Construction	0 months	
Cost Summary -- Escalated		
		Escalated Costs
		Rounded Escalated C

View Cost Estimate Report

You can produce a CBS003 report containing summarized data of the cost estimate detail tabs and each individual cost estimate detail. If a cost estimate only contains one detail tab, the summary section will be the same as the detail data on the report.

1. **Select:** View Report.
➔ Displays the report in a new browser window to view, print, export, or save.

View Report

OFM   300 - Department of Social and Health Services
Cost Estimate Summary
2019-21 Biennium

Cost Estimate Number: 445   Report Number: CBS003
Cost Estimate Title: New cost estimate   Date Run: 4/2/2019 2:44PM

Version: 1A Sample   Agency Preferred: Yes
Project Number: 40000554
Project Title: Project 1
Project Phase Title:

SAMPLE

Attachments Tab

Budget Operations, Agency Edit, Agency Division, and Facility users can attach files such as pictures or work plans about a project or subproject. Valid file types include: Word Documents (.doc, .docm, .docx), Excel Spreadsheets (.xls, .xlsm, .xlsx), Jpeg Image (.jpeg, .jpg), MS PowerPoint (.ppt, .pptx), Adobe PDF (.pdf), Text (.txt) and .gif, .htm, .html, .mpp, .rtf, .tif and .wpd.

Attachments added become an artifact of the project or subproject and are available for viewing until the project is deleted. For modifications to documents previously attached, you must update the document on your agency network or workstation then in CBS delete and re-add to the project or subproject.

To add an attachment:

1. **Select:** Add.
2. **Select:** Browse to locate a file, select the file, and select Open.
3. **Input:** Description to include a synopsis of the material for quick reference.
4. **Select:** Attach.
➔ More than one file can be attached.

To view an attachment:

5. **Select:** Radio button for an attachment.

6. **Select:** View.

➔ You can also click the attachments paper clip icon from the project list.

7. **Select:** Open Attachment.

➔ You can also click on the attachment name to view.

Add	View	Delete		
	File Name	**File Type**		**Description**
○	Building repair costs.xlsx	xlsx		Spreadsheet with costs to repair the building.

To delete an attachment:

1. **Select:** Radio button for an attachment.

2. **Select:** Delete.

3. **Select:** OK.

Message from webpage ✕

? Are you sure you want to delete the selected attachment?

OK   Cancel

View Report Tab

You can produce a report containing the project or subproject data (CBS002).

1. **Select:** View Report.

➔ Displays the report in a new browser window to view, print, export, or save.

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300 - Department of Social and Health Services
Capital Project Request
2019-21 Biennium

Version: 1A Sample

SAMPLE

Report Number: CBS002
Date Run: 4/2/2019 2:49PM

Project Number: 40000554
Project Title: Project 1

View Project

You can view or modify the project.

1. **Select:** Projects tab.

2. **Select:** Biennium, Budget Type, and Version.

3. **Select:** Load.

➔ CBS will display the Project list associated with the selected biennium and version.

Project List

Biennium 2019-21 ⌄ Budget Type Regular ⌄ Version 1A:Sample ⌄
⦿ Working Versions ○ Projects for Review ○ Prioritize Projects   Load

Add	Delete	Lock/Unlock	Prerelease	Release	Recall	Details	Copy	View History	Report
Select All		**Number**		**Title**		**Class**			**Priority**
☑		40000554		Project 1		Grant			
☐		40000556		Project 2		Program			

4. **Select:** Checkbox next to the project to view or modify.

5. **Select:** Details.

➔ CBS will display the Projects Details screen with tabs from left to right.

Details

CAPITAL BUDGET SYSTEM

➔ You can also open a project by selecting the project title from the project list.

View Subproject

You can view or modify subprojects.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.

➔ CBS will display the Project list associated with the selected biennium and version.

➔ If a project has subprojects, the total number of subprojects associated with the project will display in the Subprojects column.

Select All	Number	Title	Class	Priority	Subprojects
☐	30000736	2017-19 Minor Works - Preservation	Preservation		Toggle Subprojects (76)

(Toolbar: Add, Delete, Lock/Unlock, Prerelease, Release, Recall, Details, Copy, View History, Report)

4. **Select:** Checkbox next to the project with subprojects.
5. **Select:** Details.

➔ The parent project is displayed.

Details

6. **Select:** Subprojects.

➔ A list of subprojects associated to the parent project is displayed.

➔ You can open the subproject by clicking on the Title.

Subprojects

Project Number	Title	Class
40000555	Subproject 1	Grant
40000563	Subproject 2	Grant

7. **Select:** Parent Project.

➔ Quick navigation between subprojects, updating a parent project, or identifying how a particular subproject affects the parent.

Parent Project

To remove a subproject from a parent project:

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** parent project title.
5. **Select:** Subprojects.
6. **Select:** Is this a subproject? to No.
7. **Select:** OK.

Message from webpage ✕

❓ Are you sure you want to change this subproject to a project?

OK   Cancel

To prioritize subprojects:

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** parent project title.
5. **Select:** Subprojects.
6. **Input:** Agency Priority.

➔ You can also drag the projects into the appropriatte order then select the **Make Sequential** button to set the priority in sequential order as listed.

Agency Priority
1
2

7. **Select:** Save.

Save

Delete Project

You can delete a project along with all of its associated data.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Checkbox next to the project to delete.

➔ You can select one or more.

5. **Select:** Delete.
6. **Select:** OK.

Message from webpage ✕

? Are you sure you want to permanently delete the selected item(s)?

OK   Cancel

Delete Subproject

You can delete a subproject along with all of its associated data.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
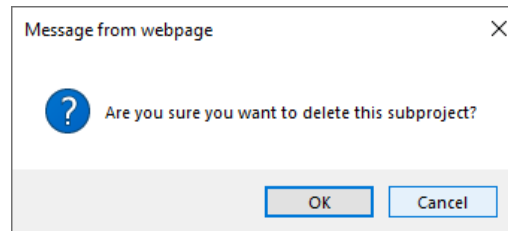4. **Select:** parent project title.
5. **Select:** Subprojects

In this example, the parent project has one subproject attached.

Detail	Additional Info	Subprojects	Funding	Operating Impacts	Cost Estimates

Save

Project Number	Title	Class
40000553	Test	Grant

6. **Select:** Delete.

➔ Delete button is located at the end of the subproject row.

Delete

7. **Select:** OK.

> **Message from webpage** ✕
>
> ? Are you sure you want to delete this subproject?
>
> [OK] [Cancel]

Copy Project

You can copy all data related to a project between versions, within a version and from biennium to biennium. The data copied includes: project detail, additional info, funding, operating impacts, attachments, and cost estimates. If a project has subprojects, the subprojects will be copied into the new version (project numbers and titles retained).

1. **Select:** Projects tab.

2. **Select:** Biennium, Budget Type, and Version.

3. **Select:** Load.

4. **Select:** Checkbox next to the project to copy.

➔ You can select one or more or select **Select All** to copy all projects in the version.

5. **Select:** Copy.

➔ A dialog is displayed to select a destination for the data.

Copy

6. **Select:** Biennium, Budget Type, and Version.

➔ The biennium and version selected are assigned to the new project.

Biennium 2019-21 ▼ Budget Type Regular ▼ Version 1A:Sample ▼

7. **Select:** Data Types.

➔ You can select Selected Projects or Selected Projects plus FTEs.

Data Types
◉ Selected Projects
◯ Selected Projects plus FTEs

8. **Select:** Copy Type.

➔ **Do Not Replace Duplicates** will copy only if the destination version doesn't have the same project number already.

➔ **Replace Duplicates** will copy over/replace the destination version of a project that already exists in the version being copied to

➔ **Create New Projects for Duplicates** will copy to the destination where a project

Copy Type
◉ Do Not Replace Duplicates
◯ Replace Duplicates
◯ Create New Projects for Duplicates
Rename Project (Optional)
Project 1
*Requires a single project selection.

already exists. The project will receive a new project number and the project title will contain 'Copy of' at the beginning of the title.

➔ If you select **Create New Projects for Duplicates**, you can input a new project name but this only works if there is one project to copy.

9. **Select:** OK.

Ok

Lock/Unlock Project

You can lock/unlock projects.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Checkbox next to the project to lock or unlock.
➔ You can select one or more.

In this example, we selected one project to lock:

Select All	Number	Title
☑	40000554	Project 1
☐	40000556	Test
☐	40000558	Test 2

5. **Select:** Lock/Unlock.
➔ The **Project Locked** column will update to reflect whether the project is locked (Yes) or unlocked (No).

Lock/Unlock

View History

You can view a history of changes to a project.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Checkbox next to a project.

In this example, we selected one project:

Select All	Number	Title
☑	40000554	Project 1
☐	40000556	Test
☐	40000558	Test 2

5. **Select:** View History.
➔ A window will display the user and date the project was updated and created.

View History

History Records

□ 2 Records

Clear Sort | Reset Default Sort

Action	Additional Information	User	Date▼1
Updated		Gosda, Christine	3/14/2019 1:22:04 PM
Created		Gosda, Christine	3/14/2019 1:20:14 PM
1	(Page 1 of 1)	Rows Per Page	10 ⌄			

View Project Detail Report (CBS002)

You can view a report of summarized data of the project and any attached subprojects.

1. **Select:** Projects tab.
2. **Select:** Biennium, Budget Type, and Version.
3. **Select:** Load.
4. **Select:** Checkbox next to a project.
➔ You can select one or more.

In this example, we selected one project:

Select All	Number	Title
☑	40000554	Project 1
☐	40000556	Test
☐	40000558	Test 2

5. **Select:** Report.
➔ Displays the report in a new browser window to view, print, export, or save.

Report

➔ **Caution!** Even if you are not ready to set the priority, you will need to do a preliminary prioritization on the subprojects. Otherwise your report will not have the correct information.

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300 - Department of Social and Health Services
Capital Project Request
2019-21 Biennium

Version: 1A Sample

SAMPLE

Report Number: CBS002
Date Run: 4/2/2019 2:49PM

Project Number: 40000554
Project Title: Project 1

Additional Information – Help Desk

For additional information about Capitol Budget System (CBS) contact the OFM Help Desk.

HereToHelp@ofm.wa.gov **360.407.9100**